

# *A good workflow* in CtrlPrint

---

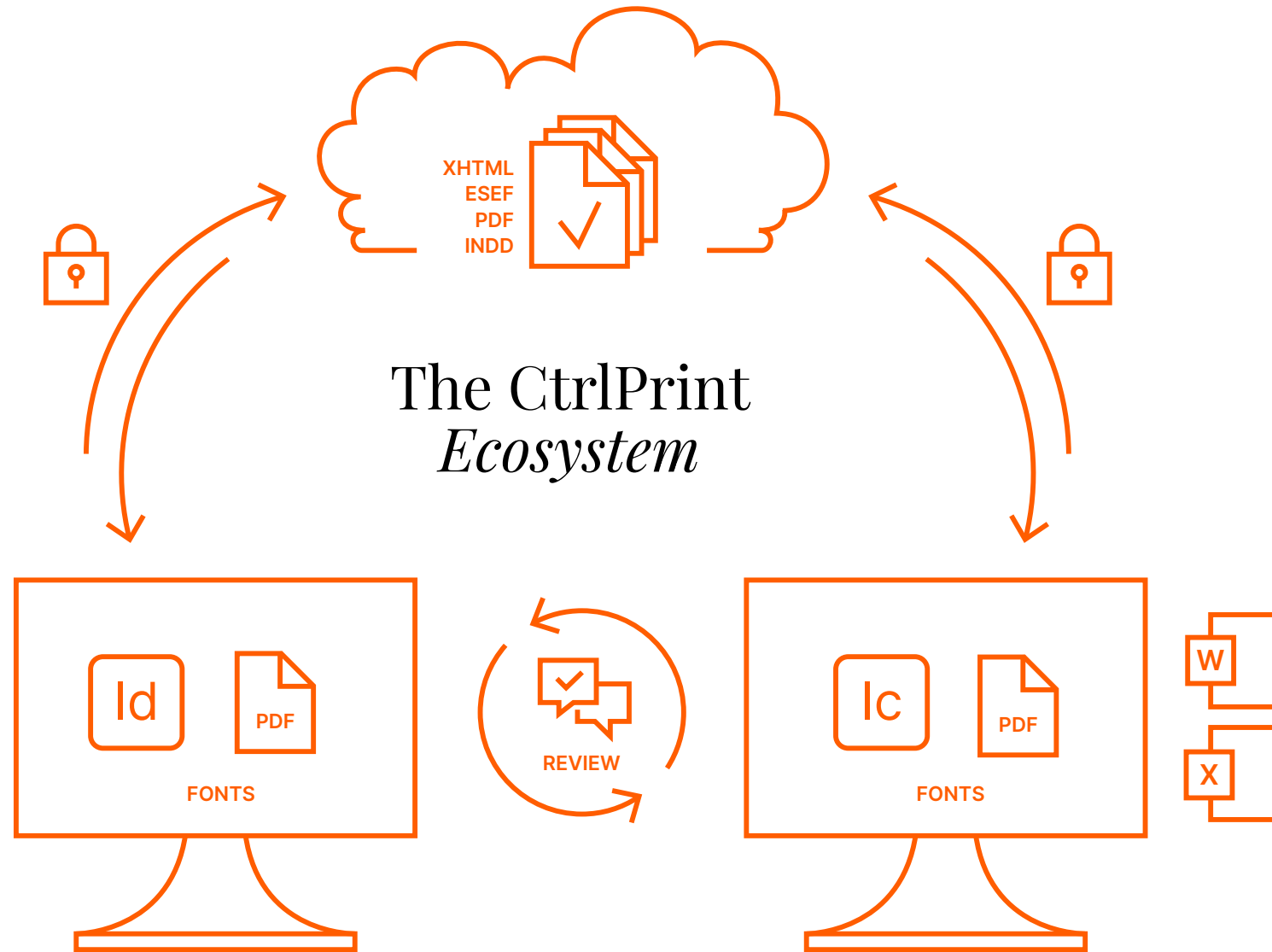
**KLAS RUBENDAHL**

# Agenda

- News
- Preparing documents for CtrlPrint
- Fonts
- Sharp links for all users
- PDF management
- Interactivity
- The final process

# *News in CtrlPrint*

- Duplicate Project
- Updated CtrlPrint Review
- New Visual identity
- Block tagging of the notes



**THE FILE HANDLER TRANSFER MANAGER**

- Transfers documents between the users' computers and the platform

**THE CLOUD PLATFORM**

- Version handling of documents
- Storage and access to PDF:s
- Permissions settings
- Enables TrackChanges
- Stores encrypted data in three data centers

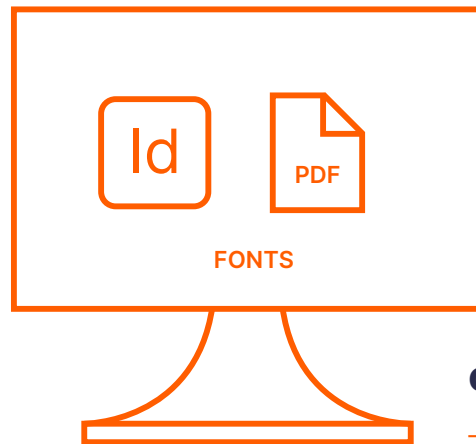


**ALSO INCLUDED IN THE SERVICE**

- Free of charge training in CtrlPrint and InCopy
- Free access to support in Swedish, English and Finnish

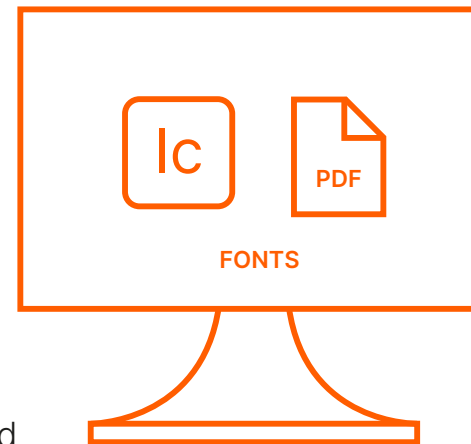
**ADOBE INDESIGN**

- Used by a designer
- Creates the "template"
- Uploads the first version of documents and PDF:s
- Creates new documents and PDF:s



**CTRLPRINT REVIEW**

- Discuss, comment and complete work together



**ADOBE INCOPY**

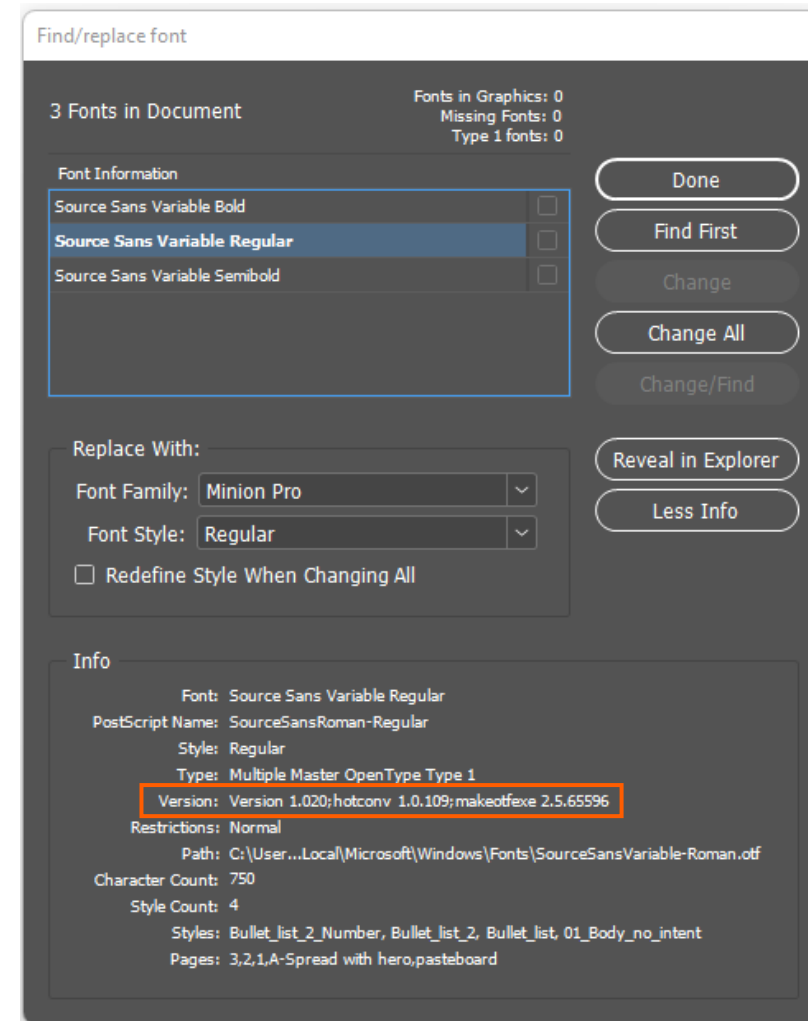
- Edit text and tables
- Layout and images are locked
- Installed on the user's computer
- Creates new documents and PDF:s

# *Preparing documents for CtrlPrint*

- IDML old documents before adding to CtrlPrint
- Layout and style the Report in large documents if possible
- Divide the Report into different documents before adding to CtrlPrint to get a good workflow
- No overlapping textboxes in the documents
- Discuss with the client to get the best workflow

# Fonts

- Important that all users have the same font version
- Be aware of font collisions in the documents
- Use fonts from same source (Google, Adobe, Purchased)



# Sharp links *for all users*

- Embed links in InDesign
  - Embed all vectorised links (eps, ai etc.)
  - Do not embed pixel images (jpeg, png, tiff etc.)
- Share links with Creative Cloud





# PDF *management*

- Default PDF in CtrlPrint is 72 dpi medium quality
- Add your own PDF presets in CtrlPrint
  - One more PDF is being created each time you “Save to Server”
  - Create your own joboption and upload to CtrlPrint
  - We have custom PDF presets (joboptions) on the support site



# Interactivity

- What interactivity works in CtrlPrint?
  - External hyperlinks
- What interactivity needs a work around?
  - Internal links and buttons
  - Automated Table of contents
  - Bookmarks

# Interactivity *solutions*

- Solution 1
  - Download all InDesign-documents locally and do the interactivity in InDesign when the report is finished
- Solution 2
  - Do the interactivity in advance in the PDF
  - Replace all pages in the “old” interactive PDF with the final PDF
  - Adjust manually if it’s needed



# The final *process*

- Solution 1
  - Save all InDesign-documents locally and do the final print/web-PDF on your computer/Server
- Solution 2
  - Create the final print/web-PDF in CtrlPrint with your own joboptions

# *Additional features can improve your workflow*

- CtrlPrint TrackChanges
  - TrackChanges is an additional feature that can be used with CtrlPrint to show where, when, and by whom text changes have been made in a document
- CtrlPrint Review
  - Discuss, comment and manage comments in one place, and in real time



*Many thanks* for your  
attention and good luck  
with your project!

---

**KLAS RUBENDAHL**  
[klas.rubendahl@ctrlprint.net](mailto:klas.rubendahl@ctrlprint.net)